

## 2024 ENGINEER OF THE YEAR GUIDELINES

1. Reminder that each engineering society that puts forward a candidate must be a sponsoring society for E-Week (minimum donation of \$300).
2. Each society submitting a nominee must have a representative on the EOTY Selection Committee. The Selection Committee will meet once, on January 16 at 10:00am. (anticipate 2 -3 hours for the selection process). Out-of-town committee members may arrange to attend via telephone.

### KEY DATES

- Tuesday, December 9, 2024** Deadline to submit EOTY nominee with high resolution photograph and short biography (250 word max) for posting on the Anchorage E-Week Website. Email to Gerry Brown and Robert Posma at [grbrown@gci.net](mailto:grbrown@gci.net) and [rposma@gmail.com](mailto:rposma@gmail.com).
- Monday, January 3, 2025** Deadline to submit long resumes and name contact information for representative. Email to Gerry Brown and Robert Posma at [grbrown@gci.net](mailto:grbrown@gci.net) and [rposma@gmail.com](mailto:rposma@gmail.com).
- Saturday, January 11 (Est), 2025** Meeting of EOTY Selection Committee to determine overall winner. The location will be determined at a later time. Bring PowerPoint presentations on a flash drive or email in advance to Gerry Brown and Robert Posma at [grbrown@gci.net](mailto:grbrown@gci.net) and [rposma@gmail.com](mailto:rposma@gmail.com).
- Saturday, February 22, 2025** Engineers Week Banquet. Nominees will be introduced, and overall winner will be announced. If the nominee cannot be present, please have a society member present to accept the award on their behalf. Banquet is free to nominee and significant other.

### REQUIREMENTS FOR SUBMITTALS

The society representative should work with their EOTY nominee to complete the various submittals:

1. **Monday, January 3, 2025.** A complete resume for the nominee conforming to the attached standard format. The maximum length is 5 single-spaced, typewritten pages. The font shall be Arial 10 point. Modest use of **bold** font and *italics* is permissible. The margins shall be one inch for top, bottom, and both sides for main text. Headers and footers are permitted within the one-inch margin. This resume is the primary mechanism for judging candidates. Resumes that do not contain requested information will be judged as lacking qualification under the particular criteria. Email to Gerry Brown and Robert Posma at [grbrown@gci.net](mailto:grbrown@gci.net) and [rposma@gmail.com](mailto:rposma@gmail.com).
2. **Saturday, January 11 (Estimated), 2024.** E-Week PowerPoint presentation due for the 10:00 AM meeting where representatives from the nominating societies will present their nominees to the EOTY Selection Committee. Nominees and representatives may work together to produce the presentation, but the representative must provide the electronic PowerPoint presentation. The presenter may be someone other than the Society Representative but only the Society Representative participates in the voting process.